

PROJECT UNITY



for help...for hope

Full Time Position

M - F

40 hours weekly

POSITION DESCRIPTION: Fresh Start 4 VETS Case Manager

TITLE: Case Manager

REPORTS TO: Fresh Start 4 VETS Coordinator

JOB SUMMARY: Performs and ensures the completion of a variety of administrative and professional duties to accomplish the goals of the Fresh Start 4 VETS, to include, but not be limited to, comprehensive intake/assessment, job training, employment placement, and other case management duties. Applicants must be able to multitask and work in a fast-paced environment.

JOB RESPONSIBILITIES: Fresh Start 4 VETS Case Manager,

- Conducts outreach and recruitment activities to recruit veterans and create awareness in the community for the program.
- Conducts Intake/Assessment
- Completes all forms related to Fresh Start 4 VETS program
- Develops individualized employment plan based on assessment
- Coordinates all training needs related to individualized employment plan
- Responsible for insuring that all required documentation is collected and recorded, completely and accurately
- Attends all required trainings for Fresh Start for VETS program
- Provides and documents basic needs assistance given to Fresh Start 4 VETS participant if indicated in service plan
- Provides resource and referral services if indicated in individualized employment plan
- Provides trolley passes or gas cards to participants if transportation is indicated in service as a barrier to employment
- Other duties as assigned

EXPERIENCE AND QUALIFICATIONS:

An associate's degree or higher in a health and human service field **OR**

A veteran who desires to work with veterans **OR**

Two (2) years of direct service experience in a health and human services field.

Bachelor's degree preferred; veteran preferred; bilingual a plus

Must possess excellent, demonstrable written and verbal communication skills

Must be proficient in computer skills with a working knowledge in WordPerfect, Excel and Microsoft Word

Must have experience working with a diverse group of people from all walks of life

Must possess a positive attitude

For serious inquiries, please contact Ella McGruder at emcgruder@project-unity.org